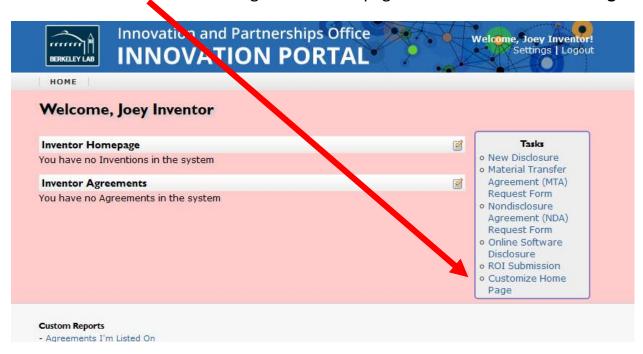


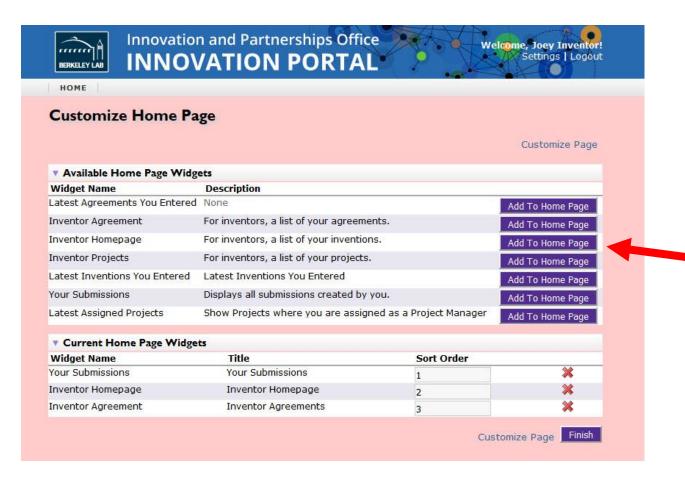
## How to customize your iPortal Home Page

To get the maximum visibility to your personal activity, the Innovation and Partnerships Office (IPO) recommends you customize your iPortal home page the first time you access the iPortal.

1. In the Tasks box on the right side of the page select Customize Home Page.



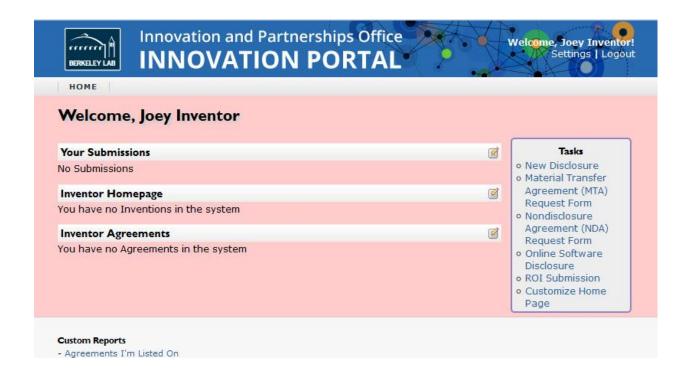
- 2. A list of Available Home Page Widgets including the name and description of the widget will appear on page titled Customize Home Page
- 3. Press the **Add to Home Page** button next to all the widgets you want to add to your home page.



4. You can customize the order widgets appear on your home page. Below the widget list on the Customize Home Page you will see the **Current Home Page Widgets section**. Number the Sort Order boxes in the order you would like to see the widgets on your home page. The Sort Order field with the lowest number will show first on the Home Page. (Note: this can be changed at any time)

(Note: this can be changed at any time)

- 5. Click the Finish button at the bottom of the page.
- 6. Now, you will see the newly added widgets on your customized home page.
- 7. You can make changes to your homepage at any time by clicking the **Customize Home Page link in the Tasks box.**



If you have additional questions about the iPortal, please email <u>iportal@lbl.gov</u> or contact your IPO Technology Commercialization Associate.

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